**Yearbook Guidelines**

Categories/Size:

1. Club under 20 members G. NA
2. Club 20-29 members H. District
3. Club 30-44 members I. Affiliated society, council, or guild
4. Club 45-69 members
5. Club 70-99 members
6. Club 100 + members

Send three copies to the state Yearbook chairman. This chairman sends first place winners in each category to the state Awards chairman to submit to the Pacific Region for further competition.

**Format:**

**Book Structure:** Practical, convenient size, durable, and neat. Maybe stapled, spiral, or ringed binder.

Materials well placed with ample margins, and font size easily read

**Cover:**  Include name of club, town, state organization, year, and an appealing design.

**Title Page:** Include name of club, town, state organization, year, number of members (dues paying)

and affiliated organizations, (districts, region, NGC, and other)

**Table of Contents:**  Number the yearbook pages and list titles on Contents page.

**Subsequent Pages:** In any order most useful to members and best fit for page placement. Information in

club yearbook should be in logical order. National and state info does not have to be

in-front.

1. Club Officers & Committee Chairmen
2. Roster with complete mailing addresses, telephone numbers, and email addresses.
3. Name of NGC President with state of residence, theme, and projects. List NGC web-site
4. Name of PRGC Director, with state of residence, theme and projects. List PRGC web-site
5. WSFGC State President, District Directors, Council Presidents (if applicable)
6. Calendar of Events: date and locations, including state, district and national meetings
7. Programs: Topics should reflect a variety of NGC goals and objectives as well as membership interests, such as: Birds, Blue & Gold Star Memorials, Pollinators, wildlife, conservation, environment, floral design, horticulture, therapy, recycling, NGC and state President’s projects. (see scale of points)